

# Broads Authority

## Minutes of the meeting held on 24 July 2020

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## Present

Bill Dickson – in the Chair, Kelvin Allen, Harry Blathwayt, Stephen Bolt, Matthew Bradbury, Gail Harris, Andree Gee, Tristram Hilborn, Tim Jickells, Bruce Keith, James Knight, Leslie Mogford, Simon Roberts, Matthew Shardlow, Simon Sparrow Nicky Talbot, Vic Thomson, Melanie Vigo di Gallidoro, Fran Whymark.

## In attendance

John Packman – Chief Executive, Esmeralda Guds (meeting moderator), Hilary Slater – Monitoring Officer, Natalie Beal - Planning Policy Officer, Sandra Beckett – Administrative Officer (Governance), Maria Conti – Head of Governance (minutes), Emma Krelle – Chief Financial Officer, Harry Mach – Carbon Reduction Project Manager, Rob Rogers – Director of Operations, Marie-Pierre Tighe – Director of Strategic Services, Lewis Treloar – Waterways and Recreation Officer, Sarah Mullarney (meeting moderator)

## 1. Apologies and welcome

**Apologies** were received from Lana Hempsall and Greg Munford. The Chairman welcomed everyone to the meeting and formally welcomed Hilary Slater, the Authority's new Monitoring Officer.

## 2. Chairman's announcements

Openness of Local Government Bodies Regulations 2014 and provisions of The Local Authorities Police and Crime Panels (Coronavirus) Flexibility of Local Authority and Police and Crime Panel Meetings England and Wales) Regulations no. 392.

The Chairman reminded members that the meeting was being held under the provisions of the above regulations and in accordance with the Broads Authority's Standing Orders for remote meeting procedures agreed on 22 May 2020. The meeting was being live streamed and recorded and the Broads Authority retained the copyright. The minutes remained the record of the meeting.

### General proceedings

The Chairman said he would take it that Members had read the papers and the emphasis at this meeting would be to ask any questions and debate the issues.

## 3. Introduction of members and declarations of interest

Members indicated they had no further declarations of interest other than those already registered, and as set out in Appendix 1 to these minutes.

## 4. Items of urgent business

There were no items of urgent business.

## 5. Public question time

No public questions had been received.

## 6. Minutes of last meeting

The minutes of the Broads Authority meeting held on 25 June 2020 were approved as a correct record and signed by the Chairman.

## 7. Summary of actions and outstanding issues following decisions at previous meetings

The Authority noted a schedule of progress and action taken following decisions of previous meetings. The Chief Executive drew attention to the following matters:

**Acle Bridge:** Works onsite have restarted, with target completion date of 3 August for moorings and later in August for electric charging posts.

**Landscapes Review:** Government response to report awaited; Defra working with NPA Chief Executive Officers on concept for National Landscape Service.

**Visitor services review:** Area within Lowestoft rail station identified for visitor centre and Broads National Park graphics. Agreement reached with Suffolk Wildlife Trust on siting of and access to new pontoon at Carlton Marshes.

**Monitoring Officer appointment:** BA awaiting legal feedback on Section 113 Agreement; completion target moved to August.

**Response to COVID-19:** Hire boat toll income now coming in following resumption of hire boat operations. Final version of Change Control Notice sent to Defra on 22 July and circulated to members.

## 8. Climate Change Action Plan

The Carbon Reduction Project Manager (CPRM) presented his report on developing the Climate Change Action Plan for the Broads executive area and the initial carbon assessment of the Broads Authority.

He noted that achieving the carbon reduction targets in the Broads was highly dependent on working with others, and would include emissions from outside the area, such as visitor travel and incoming consumables. He highlighted Small World Consulting's collation of data on CO<sub>2</sub> consumption and emission by type. The Action Plan was being developed throughout this year, with public engagement focusing on getting buy in to a positive vision for the area.

The Broads Authority's own emissions related to fuel (59%), electricity (5%), consumption (22%), and travel (14%), although electricity emissions would be net zero next year when the Authority switched to a green energy tariff. A major challenge was in the use of heavy equipment such as dredgers and some work vessels.

A member commented that more precise data was needed on where emissions were coming from, to be able to target action effectively. He asked about the use of development planning, agricultural and green energy policies. Some members felt a compliant emissions curve target for the Broads executive area should not be set until more data was available.

The CRPM said that the Small World Consulting baseline project would collect targeted consumption and emissions data, and National Parks England was working with the Department for Business, Energy and Industrial Strategy (BEIS) to produce a consistent set of family indicators to support the case for improved Government funding. While there was minimal new build in the Broads, the Broads Local Plan contained policies on climate mitigation standards and regulations. The CANAPE peat mapping report was awaited, and the Authority was working with the farming community, including through the ELMS 'test and trial' project. Land management practices overall had to be considered; for example, not using cattle to graze Halvergate Marshes could actually increase CO2 emissions. Transport was a County Council responsibility, but the Authority was in discussion with parish councils about increasing electric charging points. More use of public transport was encouraged, although this was currently compromised by C-19.

A member referred to the importance of linking this work with the Authority's investment plans such as equipment purchases, and with wider strategies and policies across sectors such as tourism, agriculture and peat management. There were good opportunities for promoting green electricity across the counties.

A member said it was important to act now, even without all the data, to guide investment and resource allocation. It was noted that some boatyards had switched to synthetic diesel and gas to liquid fuel, and this could be considered for the Authority's vessels. Another member pointed out that new technologies needed to work in tandem with fossil fuels. The CRPM said the Authority was looking at cross-technologies for its own equipment, but there were issues of availability, cost and remote work locations to be considered. It was also noted that more heavy equipment may be needed in future, such as for flood protection works.

A member said the Authority should agree to the 1.5% target in the recommendation, but should revisit timescales for individual parts of the plan and be more ambitious. Climate change measures and green recovery were likely to be a focus of the Comprehensive Spending Review and the Authority also needed to look at funding streams for large scale projects beyond CANAPE and Water, Mills and Marshes.

A member suggested that the Authority should produce a revised Action Plan with more detail on sources of emissions, a full range of measures to address them, and predicted pathways. It was noted that the Plan was a strategic priority this year. Data and actions for the Broads Authority could be reported to the next Authority meeting, but it would take longer to compile this information for the executive area. The end of year impacts of C-19 on emissions would also skew the trend line in the immediate future.

Matthew Shardlow proposed, seconded by Bruce Keith, and **it was resolved** unanimously

- (i) to note the update on work undertaken since November 2019 and adopt the Action Plan set out in Appendix 1 including engaging with organisations that have responsibility for emissions in the Broads area to map a route towards zero carbon; and

by 15 votes for, 3 against and 1 abstention

- (ii) to set the target of a 1.5° compliant emissions curve for the Broads Executive area, in line with Tyndall Centre recommendations, and use this as the basis for public engagement and working with partners.

## 9. Draft Statement of Accounts 2019/20

The Authority received an update report on the Authority's Statement of Accounts (SoA) and its audit for the year ended 31 March 2020. The report had been received by the Audit and Risk Committee (ARC) on 21 July, when the external auditors outlined outstanding audit items. The deadline for approving the SoA had moved to 30 November.

A member asked about the early repayment fee for the Public Works Loan Board loan. The CFO advised that this was discussed by ARC in March, when it was agreed to go to the Navigation Committee and Broads Authority with details of the early repayment fee and options on what to do with the capital receipts reserve. This reporting process had been delayed due to Covid-19 and the postponement of meetings, and would now happen in September. The member queried the statement on page 77 of the SoA that refinancing the loan at lower interest rates would outweigh the early repayment fee. It was clarified that the Statement had been made by the CFO and reviewed by the auditors. The Authority had not been in a position to repay the loan as at 31 March.

**The report was noted.**

## 10. Strategic Direction and Annual Business Plan 2020/21

The Authority received a report setting out progress in implementing the Broads Plan and the Authority's annual strategic priorities. The report also presented the Authority's Annual Business Plan for 2020/21.

Leslie Mogford proposed, seconded by Gail Harris, and **it was resolved**

- (i) to note the report; and
- (ii) to adopt the Annual Business Plan for 2020/21.

## 11. Statement of Community Involvement – adoption

The Planning Policy Officer outlined the need to update the Authority's Statement of Community Involvement to reflect current Covid-19 social distancing and access

restrictions. The revised SCI had been endorsed by Planning Committee, although subsequent changes to planning regulations meant that the Authority was not now required to make a copy of consultation documents available for public inspection at its head office.

**It was resolved** to adopt the revised Statement of Community Involvement.

## 12. Broads Local Access Forum – Constitution and Annual Report 2019/20

The Waterways and Recreation Officer presented the Broads Local Access Forum (BLAF) Annual Report 2019/2020 on the development and improvement of public access within the Broads. The BLAF constitution had also been revised and required the Authority endorsement prior to formal adoption.

A member commented that BLAF was working well, and congratulated the Waterways and Recreation Officer for his hard work.

Kelvin Allen proposed, seconded by Andree Gee, and **it was resolved**

- (i) To note the BLAF Annual Report for 2019/20 at Appendix 1 to the report; and
- (ii) To endorse the BLAF revised constitution for adoption (Appendix 3 of the report).

## Consent items

Items 13 and 14 were taken as a block for approval. Members had been invited to submit comments before the meeting, and none were received. The Chairman asked if members endorsed the recommendations in the reports. No objections were received and all recommendations were approved.

## 13. Draft Coastal Adaptation SPD for consultation

The purpose of the Coastal Adaptation Supplementary Planning Document (SPD) is to provide guidance on aligned policy approaches along the coast and to take a holistic (whole coast) approach. The Planning Committee received the report on 17 July and endorsed the draft SPD for public consultation.

**It was resolved:**

- (i) To endorse the Coastal Adaptation SPD for consultation; and
- (ii) As four Local Planning Authorities are jointly producing this SPD, and some committees may make comments on the SPD that result in changes, that final Authority endorsement for consultation is delegated to the Director of Strategic Services in consultation with the Chairman of the Broads Authority and Chairman of the Planning Committee.

## 14. Summary of formal complaints for 2019/20

The report summarised the formal complaints received by the Broads Authority in 2019/20, together with the outcome of those complaints.

**It was resolved** to note the summary of formal complaints.

## 15. Port Marine Safety Code: To consider any items of business raised by the Designated Person in respect of the Port Marine Safety Code

There were no matters to report under this item.

## 16. Minutes received

The Chairman indicated that he would assume that members had read these minutes and were invited to ask any questions.

**It was resolved** to receive the following minutes:

[Planning Committee – 6 March 2020](#)

[Planning Committee – 29 May 2020](#)

## 17. Feedback from Members appointed to represent the Authority on outside bodies 2019/2020

No feedback was reported.

## 18. Formal questions

There were no formal questions of which notice had been given.

## 19. Date of next meeting

The next meeting of the Authority would be on Friday 25 September 2020 at 10.00am. The meeting would be held remotely unless otherwise noted.

## 20. Exclusion of the public

The Authority **resolved** to exclude the public from the meeting under Section 100A of the Local Government Act 1972 for the consideration of the following items on the grounds that they involved the likely disclosure of exempt information as defined by paragraphs 1, 2, 3 and 4 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information.

The livestream recording was suspended.



## 21. Exempt minutes: Broads Authority 25 June 2020

It was resolved to receive the exempt minutes of the Broads Authority meeting held on 25 June 2020.

The meeting ended at 12.17pm

Signed by

Chairman

## Appendix 1 – Declaration of interests: Broads Authority, 24 July 2020

<b>Member</b>	<b>Agenda/minute</b>	<b>Nature of interest</b>
Gail Harris	8 9, 10	Member, Norwich City Council Director, Forum Trust (appointed by Norwich CC)
James Knight	22	Hire boat operator
Simon Sparrow	22	Hire boat operator